



## Syllabus

**Course Name: Composition II**

**Course Number:** ENGL 1302

**Semester & Year:** Fall 2013

### **Instructor Information:**

*Name:* Asst. Professor Pamela Hesser

*Office:* Humanities 218

*Telephone:* 903-823-3365 (direct line)

*E-mail:* pamela.hesser@texarkanacollege.edu

*Office Hours:* Monday - 7:30-8 a.m.; 12:20-1:20 p.m.; 5-6 p.m.

Tuesday and Thursday -10-10:30 a.m.; 1:45-3 p.m.

Wednesday - 7:30-8 a.m.; 12:20-2:20 p.m.

Friday - 9-9:30 a.m.; 12:20-1:20 p.m.

*Please arrange for an appointment at other times.*

**Note:** ALL e-mail to me **MUST** be from the student's Texarkana College e-mail address. The subject line **MUST** have class name and meeting time. Other e-mail will not be opened.

### ➤ **Textbook Information:**

- *Perrine's Story and Structure*, ISBN 13:978-1-111-34823-6,
- Thomas R. Arp and Greg Johnson, 13<sup>th</sup> ed.
- *Writing about Literature*, ISBN 978-0-7575-6029-3, Pat McKeague, 9<sup>th</sup> ed.
- *Recommended: The Little Brown Handbook*, ISBN 13:978-0-205-65170-2, Jane E. Aaron

### ➤ **Materials needed:**

Blue or black pens, white, lined notebook paper, notebook/folder, highlighters, and two scantrons.

### ➤ **Course Description:**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods: critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

### ➤ **Prerequisite:** Satisfactory completion of ENGL 1301

### ➤ **Student Learning Outcomes for the Course:**

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

➤ **Student Requirements for Completion of the Course:**

Students will write at least three essays over the course of the semester that will include an extended literary analysis/research essay. The extended literary analysis/research essay will be at least 4-6 pages in length, use Modern Language Association (MLA) documentation and format, and require a minimum of four sources. Instructors will use the Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II. Students will incorporate the Literary Elements and Poetic Devices to analyze various genres of literature. Students will complete one collaborative literary project. Students will take the English 1302 Departmental Pre-test and Post-test.

Three major essays and a literary project will be assigned including an extended literary analysis/research essay. Each essay will be worth up to 200 points with the exception of the extended literary analysis/research essay that will be worth 250 points. 50% of the overall grade will come from the essays. Short story quizzes, collaborative work, in-class assignments and other work as assigned (including planning and drafts of essays) will make up 20% of the grade. 30% of the overall course grade will come from one unit exam, a reading response journal, and the final exam. **Failure to turn in any one of the three essays or the reading response journal will result in a failing grade for the course.**

➤ **Student Assessment:**

**Essays: 50%**

Essays will be recorded as follows:

Character Analysis Essay – Content	100
Character Analysis Essay-Grammar	100
Literature Criticism Review – Content	100
Extended Literary Analysis/Research Essay – Content	100
Extended Literary Analysis Essay – Grammar	100
Extended Literary Analysis Essay – MLA	50
Literary Project	150

**Exams: 30%**

Short Story Exam	100
Final Exam	100

**Daily Assignments: 20%**

Short story quizzes	100
Prewriting/Drafts/Editing	100
Collaborative work/participation	100
Workbook assignments	100

**Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>	<b># of Activities</b>	<b>Total Percentage of Final Grade</b>
Essays/Project	50%	3 Essays 1 Project	50 %
Exams	30%	2 Exams	30 %
Daily Assignments	20%	Daily Work	20 %
<b>Total Points/Percentage Possible</b>			<b>100 %</b>

**Grading Scale :**

<b>Grade</b>	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59-below

➤ **Class Schedule:**

**Follow the Class Assignment Calendar that is handed out the first week of the semester. The Class Assignment Calendar is considered an official component of this syllabus. Note that any revisions to the assignment calendar will be announced in class. It is the responsibility of the student to be aware of these changes.**

**ABSENTEE POLICY**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. **Three tardies constitute one absence.** Check the syllabus for each class to see how much time you are allowed to be late before the tardy is counted as an absence. **In this class, students arriving more than 15 minutes after the class starts will be considered absent.**

In some vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of certain workforce/vocational areas, such as nursing and cosmetology, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

Do not stop attending a class without formally withdrawing from the course by the institution’s published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class. The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.

Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

**EXCUSED ABSENCES**

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only types of absences that are considered excused by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are

required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

**ONLINE/HYBRID COURSE ABSENCES**

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor) or the professor may drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class or the student may be dropped for not having attended.

**MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Academic Classes**

<b>A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER</b>	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence
<b>A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER</b>	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4
	Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)</b>	

Class or Lab Meets:  Four times a week (MTWR classes)	An instructor may withdraw a student from a course if absences exceed:  4 Three tardies count as one absence.
<b>A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)</b>	
Class or Lab Meets:  3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes)	An instructor may withdraw a student from a course if absences exceed:  2 2 Three tardies count as one absence.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Drop Date:**

The official drop date for the course is **Friday, Nov. 22**, which is the last date for the student to drop this course with a W. The instructor may drop the student at any time during the semester.

➤ **Make-up Policy:**

If a student misses on a day that an essay is due, the student is still responsible for turning the essay in on time. Major essays are due by the end of the day on the date designated in the mailbox outside of my office. **Ten points will be deducted for every day the essay is late.** With my permission, major tests can be made up in the Testing Center. The Testing Center is located in the Business and Computer Technology Building. A student will have **one week** to make up the missed test. After one week, the student will receive a zero for the test. The student must speak to me about placing the test in the Testing Center and provide a legitimate excuse (at my discretion) for missing the test. **Daily work (including reading quizzes) cannot be made up;** however, the lowest daily grade will be dropped. If a student is excused for a Texarkana College extracurricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the professor. **Assignments must be completed prior to the excused absence.**

➤ **Note:** I do not accept assignments by e-mail, and I do not e-mail missed assignments to students. If you miss a class, check your Class Assignment Calendar or with a classmate to see what you missed.

➤ **Academic Dishonesty Policy: Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action

after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”. This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

➤ **What is Plagiarism?**

Plagiarism is using someone else’s words, ideas, or images (what’s called intellectual property) so that they appear to be your own. When you plagiarize, you use source material – whether published in print or online – without acknowledging the source. Plagiarism is more than idea theft and “word theft.” The rules also apply to images, tables, graphs, charts, maps, music, videos, and so on.

Plagiarism is stealing. It discounts the work of other thinkers, disrespects writers and readers, insults instructors, and damages the reputations of colleges. Also consider what plagiarism does to you. It prevents you from learning the skills you need to have as a scholar. It also demonstrates to others around you that you are not a serious thinker, that you aren’t to be trusted, relied upon, or listened to. In short, it damages your reputation, a key component to your success academically and professionally.

**Source: Vandermeij, Meyer, Van Rys, Sebranek in COMP**

➤ **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance. If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

➤ **Major Essays:**

All major essays must have a TYPED and double-spaced rough draft unless otherwise specified in class. Rough drafts must be completed the class day before the final paper is due. On this day, each student will edit and revise essays. Each student must bring a copy of his/her rough draft in order to receive daily work points for that day. **Students must turn in all major papers in order to receive a passing grade in the class. Failure to turn in any one of the three essays will result in a failing grade for the course.**

*Additional requirements for these papers include:*

- ✓ All papers **must** be typed and double-spaced using 12-point Times New Roman in black ink. **Papers that are not double-spaced will not be accepted for grading.** The second floor of the Humanities Building has a

computer lab available. Computers are also available in the library and the Student Success Center. Be sure to save all work!

- ✓ Plan ahead! Computer emergencies can and do happen, but they will not be an excuse for a late paper.
- ✓ Rough drafts and final papers must be turned in together the day they are due. **No folders, please.** Remember to always retain copies of the essays.
- ✓ Each essay must have a cover page with the following information centered:

Title of Paper

Student's Name

English 1302.01

8 MW

Asst. Professor P. Hesser

Date

- ✓ Each paper must have a TYPED formal outline. (See p. 19 in *Writing About Literature*)
- ✓ Students should staple paper in top left corner and hand in as follows:
  - Cover Page (on top)
  - Typed Formal Outline
  - Final Draft with **THESIS STATEMENT HIGHLIGHTED**
  - **EDITED** Rough Draft
  - Planning/Prewriting Pages as instructed in class
- ✓ Please do not hand in papers during class. If your paper is ready, you may place it on my desk BEFORE class begins or hand it to me after class on the designated due date. Otherwise, use the mailbox outside my office door to hand in your papers. Remember, it is not due until the end of the day on the date the assignment is due. The end of the day means that when I arrive at my office the following day, the paper must be in my mailbox or it is considered late. 10 points will be deducted for each day the paper is late.

➤ **Assignment Headings:**

For assignments other than essays, please write your name and class name with section number in the top right corner. Each assignment should have a title centered on the top line.

➤ **Daily Assignments:**

Daily assignments will include reading quizzes, in-class essay questions, chapter questions, workbook assignments, collaborative work, essay planning, drafting, and editing, and any other work assigned during class.

➤ **Viewing Grades:**

Grades are available via an online grade book- **Engrade** ([www.engage.com/students](http://www.engage.com/students)) - Student grades are posted throughout the semester.

➤ **TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or professors.

➤ **Class Policies:**

- Cell phones must be turned off and out of sight in the classroom. If an emergency situation exists, please let me know about it before class. **Students will be warned if a cell phone is out and then asked to leave the classroom with an absence.** Students can be dropped from the course if the problem persists.
- Students are not allowed to use a laptop during class without permission.
- There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class. Also, students should not talk while the instructor is teaching. Much of this class calls for student discussion. Please be accepting of views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of literature.
- Only plastic bottled drinks or cups with lids will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption.
- If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.
- There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

✓ **Concerns:**

Please know that you are welcome and encouraged to come to me in my office or call me with any concerns or problems you have with this class.

I am here to help you succeed!

Everything we do in this class is designed to help you have a successful college career. If something is going on in your life that interferes with your success in this class, I cannot help you if you do not communicate with me.

I am looking forward to working with each one of you this semester!!

**NOTE:** *The above guidelines are subject to amendment at any point during the semester.*